

**SKAGIT – ISLAND  
Regional Transportation Planning  
Organization**

**FY 2002 Work Program Annual Report**

- Part 1: Skagit Sub-region Work Program (pgs 2 – 7)  
Part 2: Island Sub-region Work Program (pgs 8 – 13)

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# PART 1: SKAGIT SUB-REGION 2002 WORK PROGRAM

## INTRODUCTION:

The Skagit Council of Governments (SCOG) is a voluntary association of local governments within Skagit County. Its governing Board consists of 16 elected officials from the area. SCOG was established by charter in 1968 by the local member governments in Skagit County.

The Skagit Council of Governments partners with Island County and WSDOT to administer the Skagit/Island Transportation Planning Organization or RTPO. The Skagit Council of Governments is the lead technical agency for the Skagit County portion of the RTPO or Skagit Sub-RTPO. Island County is the lead technical agency for the Island Sub-RTPO. WSDOT NW Region is the Lead Administrative Agency for the RTPO.

This annual report identifies work activities that are contained within the 2002 Unified Planning Work Program (UPWP) and describes the progress and accomplishments that occurred during the 12-month fiscal year period from July 1, 2001 through June 30, 2002.

A UPWP guides the transportation planning activities of the RTPO for a one-year period. During that time, program tasks that will benefit local agencies, the Region and the State are undertaken to improve the efficiency of the overall transportation system. Identification of these tasks includes the responsibility for the development of objectives, scope of work, responsibility for work completion, funding and the anticipated product.

Occasionally, new work tasks are identified or current activities reprioritized during the course of the fiscal year. When changes to the work categories are proposed, the RTPO Technical Committees, RTPO Policy Board, WSDOT, and any applicable Federal agency review those changes before being accepted and incorporated into the study program.

## MAJOR ACCOMPLISHMENTS:

This year, the Skagit Sub-RTPO was able to maintain basic RTPO and other SCOG transportation duties without the assistance of full transportation staff. The Executive Director organized and participated in RTPO Technical Committee and Policy Board meetings, continued administration as Lead Agency of the Skagit County STP Regional Program, completed and continued maintenance of the 2002 RTIP, development of a Skagit Countywide Bicycle Guide Map, participation and report writing for the North Sound Connecting Communities Project, participated in WSDOT's SR20 Corridor Study: Sharpes Corner to SR536, participation in the WA State Traffic Safety Commission's SR20 Safety Study, and began discussions of eventual MPO formation for the Mount Vernon Urban Area.

## STRUCTURE:

This annual report is divided into a description of tasks and budgetary information for the nine major work categories:

- A. Program Administration,
- B. Skagit County STP Regional Program Administration
- C. Local Comprehensive Plans
- D. RTPO Comprehensive Plan Certification
- E. Regional Transportation Improvement Program
- F. Data Management and Monitoring Program
- G. Special Transportation Studies
- H. North Sound Connecting Communities Project

## CATEGORY A.

### *Program Administration*

#### Accomplishments:

Provided the administrative support needed to manage and coordinate the Skagit Sub-RTPO Program. Activities include preparation of meeting agendas and minutes; record keeping; preparation of reports contracts and agreements; coordination of activities between the RTPO and other agencies; grant management; and attendance at meetings; UPWP development and amendment; purchase of necessary equipment and supplies. WSDOT staff provided exceptional support to the program this year.

#### Problems:

Transportation Program Manager position open and not filled beginning in September.

#### EXPENDITURES

Amount Budgeted	Amount Spent	% Funds Used / % Work Completed
\$45,161	\$22,890	51% / 100%

## CATEGORY B.

### *Skagit County STP Regional Program Administration*

#### Accomplishments:

This category provides for administration of the Skagit County STP Regional Funds Program. The program required only administrative maintenance.

Problems:

None

EXPENDITURES

Amount Budgeted	Amount Spent	% Funds Used / % Work Complete
\$6,331	\$144	2% / 70%

CATEGORY C.

*Local Comprehensive Plans*

Accomplishments:

Under this category worked mainly for the Skagit County Planning Dept. this year. We also contracted and began update of the Sedro-Woolley Traffic forecasting model.

Problems:

Low staffing support level.

EXPENDITURES

Amount Budgeted	Amount Spent	% Funds Used / % Work Complete
\$30,760	\$3,501	11% / 11%

CATEGORY D.

*RTPO Comprehensive Plan Certification*

Accomplishments:

No Agencies submitted for comprehensive plan transportation element certification this year, although the program was discussed at RTPO meetings.

EXPENDITURES

Amount Budgeted	Amount Spent	% Funds Used / % Work Complete
\$11,509	\$0	0% / 0%

## CATEGORY E.

### *Regional Transportation Improvement Program*

#### Accomplishments:

The RTPO adopted a FY2002– 2007 RTIP. Our 2002 RTIP was used to update to the WA STIP. Several RTIP amendments were processed this year. With WSDOT Olympia’s assistance, “STIP Too” training to local staff continued. RTPO funds under Category A were used to support RTIP development.

#### EXPENDITURES

Amount Budgeted	Amount Spent	% Funds Used / % Work Complete
\$5,780	\$126	2% / 100%

## CATEGORY F.

### *Data Management and Monitoring*

Transportation data collection, analysis and mapping are the primary function under this category. Collection, analysis and mapping of traffic count data for member jurisdictions was the primary activity this year. These activities provide technical support to other categories in the UPWP and are extended as service to RTPO member agencies and others within the County. A SCOG Transportation Planner assisted these efforts this year.

#### Accomplishments:

Completed traffic count data collection, analysis and mapping for calendar year 2001. Updated GIS databases. Supported local Census training efforts of Skagit County.

#### Problems:

2002 traffic count data was not collected due to understaffing

#### EXPENDITURES

Amount Budgeted	Amount Spent	% Funds Used / % Work Complete
\$5,802	\$3,365	58% / 58%

## CATEGORY G.

### *Special Transportation Studies*

This category encompassed several large special studies including the *Skagit Countywide Bicycle Map*, the *Central County Congestion Study*, the *SR20 Design Report Sedro-Woolley*, and the *SKAT Park and Ride Lot Study*.

#### Accomplishments:

SCOG completed development of the Countywide Bike Map in the spring. The other programmed studies did not begin due to low staffing and/or funding levels.

#### EXPENDITURES

Amount Budgeted	Amount Used	% Funds Used / % Work Complete
\$107,945	\$12,119	11% / 11%

## CATEGORY H.

### *North Sound Connecting Communities Project*

This category provides for activities as part of the North Sound Connecting Communities Project. The project is guided by a four county coalition active in planning and providing for seamless passenger transportation within the North Puget Sound Region. Elected officials from Snohomish County, Skagit County, Island County and the City of Bellingham provide Policy oversight to the project. Staff from Snohomish County, SCOG, Island County and WCOG, SKAT and the Discover Institute provide for administrative and planning functions as well as leading the monthly transportation forums. Funds held in reserve were distributed to the project this year.

#### Accomplishments:

Interlocal agreements were completed. Attended numerous NSCCP meetings and forums. Funded consultant staff work. Project sponsors were successful in securing additional grant funding from the US Congress.

#### Problems:

None

#### EXPENDITURES

Amount Budgeted	Amount Used	% Funds Used / % Work Complete
\$33,294	\$9,747	29% / 100%

## SUMMARY SHEET

### SKAGIT SUB-RTPO Fiscal Year 2002 Budget

#### Expenditures:

Salaries/Benefits	\$15,435
Intern Wages/Expense	\$0
Overhead	\$14,389
Equipment/Supplies	\$201
<b>Consultants</b>	<b>\$21,866</b>
<b>Total</b>	<b>\$51,892</b>

#### Revenues:

State RTPO	\$26,690
STP Regional	\$9,356
STP Enhancement Funds	\$6,850
Skagit County	\$2,026
Sedro-Woolley	\$676
Local Traffic Count Funds	\$3,365
<b>Local Match</b>	<b>\$144</b>
Skagit Bicycle Club	\$750
Chambers of Commerce	\$600
<b>FY01 Carryover</b>	<b>\$119</b>
<u>SCOG</u>	<u>\$1,316</u>
<b>Total</b>	<b>\$51,892</b>

## PART 2: ISLAND SUB-REGION 2002 WORK PROGRAM

### Introduction:

In recognition of the need for coordinated transportation planning, Skagit and Island Counties created the Skagit/Island Regional Transportation planning organization (SIRTPO) in 1991. The SIRTPO was formed to serve as a mutual forum to identify, discuss, study, and bring into focus regional transportation challenges and opportunities. The SIRTPO provides a continuing organizational mechanism to ensure effective communication and coordination among governments and agencies on transportation related issues. The member agencies of the SIRTPO are divided into two sub-regional organizations since much of the work effort and activities take place at a sub-regional or county level.

The purpose of this annual report is to provide a summary of progress made towards program objectives stated in the FY-2002 Island Sub-region RTPO Unified Planning Work Program (UPWP). The UPWP serves as a guide for transportation planning activities of the Island Sub-region for the period of one fiscal year.

This report identifies specific work activities that are contained in the FY-2002 UPWP and describes the progress and accomplishments that occurred during the twelve month period from July 1, 2001 through June 30, 2002. In addition to a narrative description of Island Sub-region tasks accomplished during the year, a spreadsheet is provided that summarizes budget estimates for each work element.

### MAJOR ACOMPLISHMENTS

- Provided administrative support to the Island RTPO Sub-region
- Continued staff support for the Island Sub-region Technical Committee and Policy Board
- Administration of the STP Regional and STP Enhancement Program project selection process
- Continued progress on the Least Cost Planning Update of the Island Sub-region Transportation Plan pilot project
- Completion of Phase III (Integration) of the Washington Transportation Plan (WTP)
- Participated with WSDOT, Snohomish County, City of Stanwood, Island County and consultants in the development of the SR-532 Route Development Plan.
- Worked with Island County, WSDOT MT Baker Area and Washington State Ferries in monitoring the concurrency management program for Highways of Statewide Significance in Island County
- Participated in the ongoing North Sound Connecting Communities Project



- Participated in the North Sound Commuter Rail Feasibility Study
- Participated in the SR-20 Sharpes Corner to SR-526 Safety Study
- Continued participation in the Statewide MPO/RTPO Coordinating Committee
- Development of a National Scenic Byways Program grant application for a corridor management plan on SR-20 and SR-525 on Whidbey Island.

## STRUCTURE

The FY-2002 Island Unified Planning Work Program is divided into two sections: A) Program Administration, and B) Sub-regional Transportation Planning and Analysis.

### **A. Program Administration**

#### **1. Staff Support for Meetings**

Island Sub-region staff provided support for the Island Sub-regional Policy Board and the Sub-regional Technical Committee. Staff prepared agendas and official minutes of all meetings, conducted research on transportation issues, and presented Technical Committee recommendations for Sub-regional Policy Board's approval.

Island Sub-region RTPO Policy Board meetings were held on 8/30/01, 9/26/01, 1/23/02, 2/27/02, 3/27/02, 5/22/02.

Island Sub-region Technical Committee meetings were held on 7/11/01, 8/08/01, 9/12/01, 10/10/01, 11/14/01, 1/9/02, 2/13/02, 3/13/02, 4/10/02, 5/08/02, 6/12/02.

WSDOT MT Baker Area and Skagit/Island RTPO staff provided staff support for a Skagit/Island Policy Board meeting held on November 28, 2001.

#### **2. Financial Management**

During the period July 1, 2001 through June 30, 2002, the Island Sub-region RTPO expended **\$59,238**

1 <sup>st</sup> Quarter	\$11,158
2 <sup>nd</sup> Quarter	\$15,535
3 <sup>rd</sup> Quarter	\$16,122
4 <sup>th</sup> Quarter	\$16,423

The majority of the funding was utilized for FY-2002 Unified Planning Work Program (UPWP) administration expenses.

### **3. Intergovernmental Coordination**

During FY-2002, intergovernmental activities consisted of RTPO staff participation in the following meetings:

Skagit/Island RTPO and WSDOT MT Baker Area staff met on a monthly basis to coordinate SIRTPO activities.

RTPO/MPO/WSDOT Statewide Coordination Committee meetings were held at SEATAC Airport on 10/02/01, 12/20/01, 4/05/02/, 6/18/02

WSDOT SR-20 Sharpes Corner to SR-536 Safety Improvements Study meetings were held on 8/16/01, 10/18/01, 11/29/01, 2/21/02, 4/18/02, 5/23/02, and 6/20/02.

The North Sound Connecting Communities Project (NSCCP), a forum for government officials and citizen and private sector transportation interests, was inaugurated in 1997 as collaboration between governmental and planning bodies in the North Puget Sound Area. Between 30 and 50 participants meet regularly to discuss transportation issues. NSCCP meetings were held on 8/24/01, 11/09/01, 12/18/01, 1/10/02, 2/15/02, 3/29/02, and 5/31/02

WSDOT MT Baker Area Planning initiated the SR-532 Route Development Plan (RDP) in September, 2000. The SR-532 RDP identified deficiencies and solutions that take into account existing and projected traffic operations within the corridor, safety issues, capacity issues, environmental issues, projected land use, and future right-of-way needs and constraints. SR-532 RDP meetings were held on 8/23/01, 9/06/01, and 10/15/01. WSDOT MT Baker Area Planning Office hosted a meeting in Shoreline on 6/26/02 with representatives from Island County, Snohomish County, and the City of Stanwood to initiate the SR-532 implementation plan.

A citizen volunteer advisory committee, appointed by the Island Sub-region RTPO Policy Board, worked closely with RTPO staff and RTPO Technical Advisory Committee members to develop a National Scenic Byways Grant Program application. The objective of the grant application is to receive sufficient funding to develop a corridor management plan for State Highways 20 and 525 on Whidbey Island. WSDOT, Island County, Town of Coupeville, City of Langley, City of Oak Harbor, and Island Transit are working together to provide the required matching dollars. The Whidbey Island Scenic Corridor Management Plan Advisory Committee met on 10/24/01, 11/01/01, 1/09/02, and 3/13/02. The grant application was submitted to the Federal Highways Administration on June 30, 2002.

WSDOT staff invited RTPO staff to participate in training and workshops as follows:

- Outdoor sign workshop in Mount Vernon on 11/08/01.

- Hazard Elimination Safety (HES) Program in Shoreline on 6/05/02
- Transportation Improvement Program Software Workshop in Mount Vernon on 4/03/02

#### **4. Local Plan Certification**

No local government transportation plans or updates were certified during this fiscal year, however, Island County requested (6/25/02) that the Island Sub-region of the Skagit/Island RTPO certify that the transportation element of the Island County Comprehensive Plan is consistent with the SIRTPO Regional Transportation Plan.

#### **5. FY-2003 Unified Planning Work Program**

The Island Sub-region RTPO Policy Board adopted the FY-2003 Island Sub-region Unified Planning Work Program (UPWP) on March 27, 2002. The FY-2003 UPWP contains the work elements to be accomplished and budget requirements for the period July 1, 2002 through June 30, 2003.

#### **6. Planning Documentation**

Sub-region transportation planning staff responsibilities include: assistance in revising and updating the Skagit/Island Regional Transportation Plan; preparation of an annual report to WSDOT; amendments to the Unified Planning Work Program; preparation of the Region Transportation Improvement Plan (RTIP) and State TIP (STIP); environmental documentation; developing and recording findings of public meetings; compiling, reviewing, and organizing planning data and information; maintenance of RTPO files; preparation and submission of billing documents and budget management; and development of policies and bylaws related to the Island Sub-region Transportation Planning Organization.

#### **7. Surface Transportation Program (STP) Projects**

In June of 2000, the Island Sub-region selected STP funded projects for FY-2002 and FY-2003. The WSDOT Highways and Local Programs office in Olympia encouraged RTPOs to select and fund STP-R and STP-E projects for the last two years of TEA-21 to help ensure that local agencies had sufficient time to complete construction. Therefore, there was no STP selection activity in FY-2002.

#### **8. Regional Transportation Improvement Program**

SHB 1928 requires that all RTPOs develop a six-year Regional Transportation Improvement Program (RTIP) which identifies regionally significant transportation projects and programs. The Island Sub-region Policy Board adopted the FY-2002 RTIP on October 19, 2001.

## **9. Public Involvement**

RTPO staff provided information to media contacts regarding upcoming Policy Board meetings, transportation issues, transportation workshops, forums, and public meetings, transportation improvement plans, etc. Display advertisements inviting public participation were published in regional newspapers. Copies of planning studies and planning documents were distributed to public information centers such as public libraries and local governmental offices for public review.

### **B. Transportation Planning and Analysis**

WSDOT Mt. Baker Area Planning took the lead in updating the Island Sub-region Transportation Plan with assistance and support provided by the Island Sub-region Technical Advisory Committee. SHB 1928 requires that regional transportation plan revisions incorporate least cost planning methodology in the planning process. Least cost planning is a process of comparing indirect costs of transportation demand and supply options. The intent of the process is to identify the most cost-effective mix of facilities, services, and programs consistent with adopted transportation goals and policies. It is anticipated that the Regional Transportation Plan update will be completed in September, 2002.

**ISLAND SUB-REGION  
FY-2002 UNIFIED PLANNING WORK PROGRAM**

<b>ITEM</b>	<b>TOTAL FUNDS</b>	<b>SOURCE</b>	<b>LOCAL MATCH</b>
<b>A. PROGRAM ADMINISTRATION</b>	<b>\$67,000</b>	<sup>1</sup> \$29,148	\$0
		<sup>2</sup> \$32,742	\$5,110
1. Staff Support for Meetings	\$43,000		
2. Financial Management	\$ 4,000		
3. Interagency Coordination	\$ 7,000		
4. Local Plan Certification	\$ 1,000		
5. FY-2002 UPWP Development	\$ 2,000		
6. Planning Documentation	\$ 2,500		
7. STP Selection Process	\$ 3,500		
8. Regional T.I.P.	\$ 2,500		
9. Public Involvement	\$ 1,500		
<b>B. TRANSPORTATION PLANNING AND ANALYSIS</b>	<b>\$16,177</b>	<sup>2</sup> \$ 5,343	\$ 834
		<sup>3</sup> \$10,000	\$ 0
1. Performance Monitoring		\$ 432	\$ 68
2. Corridor Management Plan		\$ 7,196	\$ 343
3. Least Cost Planning Regional Transportation Plan Update		\$ 6,715	\$ 267
4. Update of the Washington State Transportation Plan		\$ 1,000	\$ 156
<b>TOTAL FISCAL YEAR 2002 BUDGET</b>	<b>\$83,177</b>		

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<sup>1</sup> STATE RTPD

<sup>2</sup> STP REGIONAL FY-2002

<sup>3</sup> WSDOT IN-KIND MATCH